



Staff Report

File #: 22-167
Version: 1

Date: 8/22/2022
Item #: 6.a.

TO: Mayor and City Council
THROUGH: Kristin Retherford, Interim City Manager
FROM: Norman Wright, Community Development Director

SUBJECT:

Notice of administrative rulemaking to update Administrative Parking Regulations

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Good Governance

SUMMARY:

Notice of administrative rulemaking to update Administrative Parking Regulations to incorporate parking policy updates and permit administration changes that have occurred since 2002.

ISSUE:

Information report of administrative rulemaking relating to Administrative Parking Regulations.

RECOMMENDATION:

Information only.

FACTS AND FINDINGS:

Salem Revised Code (SRC) 102.010 authorizes City Manager to adopt administrative rules for the enforcement of permit parking and the operation of off-street parking facilities. The proposed administrative rules attached to this staff report (Attachments 1 and 2) establishes the procedures necessary for proper parking administration and enforcement.

SRC 20J.040 requires notice of proposed administrative rules to be provided to City Council. City Council may review the proposed rule. City Council has limited review authority to determine; 1)

whether the proposed rule is within the scope of the Code section(s) authorizing the rule; 2) if the rule is duplicative or conflicts with another rule or law, or; 3) is outside the range of rulemaking authority. Council may return the proposed rule to staff for changes if Council finds the proposal violates any of these areas.

BACKGROUND:

The Parking Administrative Rules have not been updated since December 2002. Since that time there have been revisions to Parking Code sections, City of Salem Department oversight of parking enforcement, and parking permit administration. Other changes have been implemented through administrative order pursuant to SRC 102.020. The Administrative Rules include more policy details on residential and carpool permit parking, Salem Convention Center oversized vehicle parking, and Airport parking, which were not previously reflected in the Rules.

The public notice for the proposed administrative rule change was posted on the City of Salem website on July 27, 2022, (Attachment 3) and a hard copy was made available for viewing at Salem Public Library on July 28, 2022. The City did not receive any public comments related to the proposed administrative rule change. The administrative rule will become effective on August 31, 2022.

Sheri Wahrgren
Downtown Revitalization Manager

Attachments:

1. Administrative Parking Regulations
2. Redline Administrative Parking Regulations
3. Notice of Proposed Administrative Rulemaking